

EMERGENCY RESPONSE PLAN

NRCS

_____ **Office**
_____, **MN**

TABLE OF CONTENTS

Contents..... 1

Key Telephone Numbers2

Workplace Violence3

Fire4

Injury or Medical Emergency5

Civil Disturbance6

Bomb Threat.....7

Assault and Threat8

Theft or Malicious Destruction of Property9

Natural Disasters.....10

National Emergency.....11

Security of Buildings and Property.....12

Protection of Privileged or Confidential Information.....13

Security of Computer Hardware and Software.....14

Emergency Evaluation Floor Plan.....15

Continuity of Operation Plan.....16

KEY TELEPHONE NUMBERS

State Conservationist, William Hunt651-602-7854

State Administrative Officer, Charles Montgomery.....651-602-7875

Building Security (If Applicable)_____

Federal Protection Service877-437-7411

Office of Inspector General (OIG)651-290-3352

Federal Bureau of Investigation (FBI).....612-376-3200

U.S. Marshall651-848-1435

U.S. Attorney612-664-5600

Police (non-emergency)_____

Fire Department (non-emergency)_____

Poison Control Center800-222-1222

Emergency Assistance (Police, Fire, Ambulance).....911

Threat Assessment Team Liaison, Laurie Otte651-602-7901

Federal Emergency Management Agency (FEMA)312-408-5500

FOIA Officer, Tessa Garcia651-602-7872

FOIA Officer Alternate, Pat McLoughlin651-602-7907

Safety and Health Officer, Cutrina Moreland.....651-602-7882

Employee Assistance - Sand Creek Group LTD888-243-5744

Property Management Officer, Charles Montgomery.....651- 602-7875

Group Manager for OCIO/ITS, Thomas Radermacher.....(Work)651-602-7903
(Home) 651-784-5485 (Cell) 612-219-9032

ISS POC for USDA, NRCS, MN, Gloria Larson.....(Work) 651-602-7902
(Home) 651-491-6403
(BlackBerry) 651-212-1719

**WORKPLACE VIOLENCE
PLAN OF ACTION**

Be aware. You can reduce workplace violence by implementing crime prevention techniques.
Should violence occur:

1. Notify (in order of importance):
 - a. Police (if appropriate)....._____
 - b. Building Security (if appropriate)....._____
 - c. Supervisor....._____
2. Take necessary steps to safeguard all personnel and property.
3. If faced with armed terrorist, personnel should attempt to evacuate the facility by any route which does not expose them to threat.
4. If evacuation is impossible, attempt to hide and secure the work area by locking or barricading doors to separate themselves from the threat.
5. Make report of incident and forward to appropriate officials:
 - a. Supervisor.
 - b. State Appointed the Threat Assessment Team Liaison.
 - c. State Safety and Health Officer.
6. Do not discuss with media – refer them to the Threat Assessment Team Liaison.
7. Follow GM120, Part 405 for vehicle and/or property damage.

FIRE

If you observe smoke or a fire in the office:

1. Determine the location and extent of the fire. **Call 911.**
2. Activate fire alarm if one is available.
3. Notify supervisor and others in the area.
4. If the fire is small enough to extinguish do so; if not - exit the building.
5. Assist employees with disabilities.
6. Evacuate to _____ and report any missing employees to supervisor.
7. **Do not use elevators** (if applicable).

If the fire alarm is heard:

Follow steps 1, 3, 4, 5, 6, and 7 above as shown above.

Fire extinguisher(s) for office and computers are located:

Narrative or Sketch of Fire Extinguisher(s) Location(s)

INJURY OR MEDICAL EMERGENCY

1. Do not move injured person except to prevent further harm.
2. Administer first aid within your capabilities. First Aid Kit is located_____.
3. If injury or illness justifies immediate summoning of an ambulance, call 911. State your name, location and nature of emergency.
4. Report all incidents to appropriate supervisor and State Safety and Health Officer.

CIVIL DISTURBANCE

Any person who hears of an impending demonstration or other activity that could lead to a civil disturbance shall:

1. Report incident to appropriate officials:
 - a. Supervisor....._____
 - b. State Administrative Officer (SAO) or acting.....651-602-7875
2. The Supervisor or acting will notify proper authorities:
 - a. Police (if appropriate)911 (if emergency)
 - b. Federal Protection Service.....877-437-7411
3. Avoid the demonstration area and the participants.
4. Keep lobbies and corridors as clear as possible.
5. Doors to work areas will be locked and employees will keep clear of windows and doors.
6. Take necessary steps to safeguard personnel and property.
7. If damage to government property is sustained, notify local police and Property Management Officer.

BOMB THREAT

1. Remain calm, alert and attempt to get as much information from the caller as possible. **Do not hang up even after the caller has, it may be possible to trace the call.**
2. Report incident to appropriate officials:
 - a. Police.....911
 - b. Supervisor....._____
 - c. State Administrative Officer (SAO) or acting.....651-602-7875
3. Be alert - be observant. Each employee should check their immediate area for any unidentified package(s) or suspicious objects. If a suspicious object is found - **NO NOT TOUCH THE OBJECT**. Notify your supervisor immediately and evacuate from the facility by the most expedient means available.
4. Close doors and leave unlocked.
5. **DO NOT USE ELEVATORS WHEN EVACUATING THE BUILDING UNLESS AUTHORIZED TO DO SO.**
6. Take personal items, purses, wallets and keys with you.
7. The supervisor or acting will provide direction to evacuate the building by the most secure means available. Move a safe distance away from the building.
8. Supervisor will notify the Federal Protection Service and follow-up with local authorities for further action.

ASSAULT AND THREAT

If you are threatened or an attempt is made to assault you:

1. Immediately remove yourself from the situation or area.
2. Notify (in order of importance):
 - a. Police, if a person is intent on carrying out a threat, to stop an assault, or for future protection from the assault.....911
 - b. Supervisor....._____
 - c. State Administrative Officer (SAO) or acting who will notify the Office of Inspector General (OIG).
3. Obtain medical attention if needed.
4. Do not disturb area or damaged property that was involved in the threat or assault. OIG will collect evidence from the scene.
5. If a threat is received by telephone, write down specifically what was said, note background noise, note; anything distinct about caller's voice and whether caller is male or female.
6. If threatening correspondence is received, handle it as little as possible. Using rubber gloves, immediately place in larger envelope and hold for OIG. Notify supervisor who will alert others and notify the appropriate authorities.

THEFT OR MALICIOUS DESTRUCTION OF PROPERTY

1. Report incident to appropriate officials:
 - a. Supervisor....._____
 - b. State Administrative Officer (SAO) or acting.....651-602-7875
2. The supervisor or acting will notify authorities:
 - a. Police911
 - b. Federal Protection Service.....877-437-7411
3. Report thefts of personal property and other unlawful acts not involving government property to the local police.
4. Exercise caution and secure personal items.

NATURAL DISASTERS
Tornadoes, Floods, Snow, Ice Storms, Severe Thunder
And Lightning Storms, Blizzards, and Similar Occurrences

TORNADOES: If the alarm is heard (intermittent wailing tone), evacuate to the basement.

OTHER DISASTERS:

If disaster occurs while at work:

1. Take shelter under a table, desk or other sturdy object for protection from falling debris.
2. Move a safe distance from windows to avoid broken glass.
3. The Supervisor or acting will make the decision to evacuate the building.

If the situation warrants:

1. Arrange for safety of family.
2. Take necessary steps to safeguard government property. In case of flood danger, remove records, vehicles, and other appropriate equipment from the flood zone, if possible. Protect computer hardware from water damage using plastic sheeting and identify critical file media to be evacuated.
3. Fuel vehicles but avoid travel unless essential for personal safety.
4. Keep next higher level of supervision advised of whereabouts.

Following disaster:

1. Arrange for safety and care of family and other survivors.
2. Take necessary steps to safeguard property.
3. Attempt to establish telephone communications with next higher level of authority.
4. Refer to instructions for Fire and Injury or Medical Emergency, Pages 4 and 5, if necessary.

NATIONAL EMERGENCY

A national emergency is defined, in this instance, as a nuclear attack or nuclear disaster. Refer to the General Manual 130, Part 403 for additional guidance.

If disaster occurs while at work:

1. Take shelter under a table, desk or other sturdy object for protection from falling debris.
2. Move a safe distance from windows to avoid broken glass.
3. The Supervisor or acting will make the decision to evacuate the building.

If time permits:

1. Arrange for safety of family.
2. Fuel vehicle but avoid travel unless essential for personal safety.
3. Keep supervisor advised of whereabouts.
4. Locate available shelter.

Following attack:

1. Arrange for safety and care of family and other survivors.
2. Refer to instructions for Fire and Injury or Medical Emergency, Pages 4 and 5, if necessary.
3. Attempt to establish communications with supervisor.
4. Carry out assigned responsibilities identified in the General Manual 130, Part 403 and the Continuity of Operations Plan.

SECURITY OF BUILDINGS AND PROPERTY

Daily routine precautions:

- a. Assign and train employees to safeguard property.
- b. Apply appropriate security measures to property and equipment to prevent unauthorized use.
- c. Permit only persons conducting legitimate business on government property.
- d. Within your building, locks doors and windows at the end of the business day. Be aware as to whether or not others are still in the building.
- e. Check vehicles at the beginning and end of each day to ensure vehicles are locked and there is no visible sign of tampering.

PROTECTION OF PRIVILEGE OR CONFIDENTIAL INFORMATION

1. Oral or written requests for privileged or confidential client information are to be handled by the FOIA Officer.
2. No information on any employee will be released without prior written request or consent of the employee. The name, position title, grade, salary, and duty station of any NRCS employee is public information and must be released.

NOTE: Refer to the General Manual 120, Part 408 for additional information and guidance.

SECURITY OF COMPUTER HARDWARE OR SOFTWARE

I. The Group Manager for OCIO/ITS will be responsible for the following security measures: Primary POC Tom Radermacher Secondary POC Rich Dougherty

- a. Maintain a list of all assigned computer hardware and ensure property accountability (serial numbers) have been assigned.
- b. Daily backup of Windows 2000 Server.
- c. Backup tapes will be done nightly and sent weekly to the Waconia Field Office for offsite storage.
- d. Stolen equipment reports.
- e. Replace equipment as needed.
- f. Confirm the identity of anyone repairing a computer or other equipment.
- g. Vendors must be escorted and monitored at all times while performing maintenance duties.
- h. Will provide required authorization to move equipment into or out of the work area or exchange computer components.
- i. Double check that there is no sensitive information on the computer prior to sending it out of the office for service if directed by ITS.

II. The NRCS ISSPOC will be responsible for the following security measures:

Primary ISSPOC Gloria Larson, HRO/State Security Officer

Secondary ISSPOC Germil Lewis, HR

- a. Reporting lost or stolen PII to NHQ
- b. If OCIO/IT is not available:
 1. Confirm the identity of anyone repairing a computer or other equipment.
 2. Vendors must be escorted and monitored at all times while performing maintenance duties.
 3. Do not move equipment into or out of the work area or exchange computer components without required authorization.
 4. Double check that there is no sensitive information on the computer prior to sending it out of the office for service if directed by ITS.
- c. Reporting incidents:
 1. Any theft, damage, or illegal access to the premises and/or equipment, no matter how minor it might appear, the State Security Officer will send the information to the National Security Officer-Sherry Casper in Fort Collins.
 2. Receive, authorize, and process all SAAR requests
- d. LincPass issues:
 1. Terminate a LincPass.
 2. Report a stolen or lost LincPass.
 3. Process to replace a damaged, lost, or stolen LincPass.

**EMERGENCY EVACUATION
FLOOR PLAN**

CONTINUITY OF OPERATION PLAN